



# USAG MIAMI

# PARENT HANDBOOK

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## CHILD and YOUTH SERVICES

Child and Youth Services (CYS) is a community-based system designed to coordinate all Child and Youth programs and services.

All programs provide appropriate care options for each age group. Child care spaces at USAG Miami are done through local contracts with child development centers. Our contracted centers are actively seeking accreditation by the National Association for the Education of Young Children (NAEYC). Currently there are no provisions for Family Child Care Homes. Our School-Age and Youth Service programs utilize our affiliations with Boys & Girls Clubs of America in providing age-appropriate curriculum and programs.

It is the intent of CYS and its staff to be responsive to the needs of the families we serve. We encourage you to become familiar with the program in which your child is enrolled and participate in any activities offered for parents. We take pride in providing the highest quality of care and services.

## Welcome to USAG Miami Child and Youth Services!

## **PURPOSE**

The purpose of this handbook is to provide parents with a reference for the operating procedures of CYS programs. We want you to understand what we do and encourage you to ask questions and participate in our programs.

## **PHILOSOPHY**

Our CYS philosophy is to promote the total wellness of all children and youth through appropriate recreational, social, educational, and intellectual activities.

Developmental settings in each facility may vary. Developmental programs do not require each child to meet preset milestones, but instead provide the foundation for emotional, cognitive, and social growth. Parents are encouraged to discuss progress with their child's program staff.

## **MISSION**

Our CYS mission is to provide quality child, youth program options in local contracted facilities for the USAG Miami community in safe, healthy environments promoting the development of children, and youth, while strengthening families and supporting readiness and retention of the soldier.

## DIRECTIVE

Army Regulation 608-10 is the document governing Army Child and Youth Services (CYS) programs. A copy is available in the Child and Youth Services Coordinator's office at the Codina Building, 8300 NW 33<sup>rd</sup> Street, Suite 110A, for your reference.

## SPONSOR ELIGIBILITY CRITERIA

Children of the following sponsors are eligible for CYS programs.

- ❖ Active duty/retired military personnel
- ❖ Members of reserve components
- ❖ Widows, widowers and other next of kin of military personnel on active duty at time of death.
- ❖ Next of kin to prisoner-of-war or missing-in-action personnel of all Armed Services
- ❖ DoD APF/NAF civilians employed at, or assigned temporarily to, USAG Miami.

## REGISTRATION PROCEDURES

Central enrollment functions as a “one stop” program enrollment service for patrons and as a resource management measure to centrally track and monitor child vacancies and waiting lists in all contracted CYS delivery systems.

The Central Registration Office is located at the Codina Building located at 8300 NW 33<sup>rd</sup> Street. CYS staff will assist you and respond to your questions or concerns.

- ❖ Our operating hours are from 7:30 AM through 4:30 PM.
- ❖ Walk – in: Monday - Friday 2:00 - 4:00 pm.
- ❖ You may contact the office by calling the following numbers:  
305-437-1141 or 305 437-1144.

## DOCUMENTS REQUIRED FOR REGISTRATION

- ❖ DD Form 2652 Application for DoD Child Care Fees
- ❖ DA Form 4719-R Registration Form (Immunization Records not required)
- ❖ Family Care Plan (single & dual sponsors)
- ❖ LES
- ❖ Orders

CYS registrations are valid for one year. Patrons must re-register on the anniversary date. You will be notified to re-register 30 days prior to your anniversary date.

CYS does not charge a registration fee, however registration fees are charged by the program where your child receives care. Because a registration fee is not charged, the registrations do not have reciprocity Army wide (transferable to another installation). If registrations are not completed within 30 days, your file will be closed.

## CHILDREN WITH SPECIAL NEEDS

If your child has special needs, please contact Army Community Services (ACS) at 305-437-2665 for enrollment in the Exceptional Family Member Program (EFMP). Please contact CYS for assistance in placing your child in a program that best suit his/her needs.

## **FAMILY CARE PLAN**

A copy of the Family Care Plan must be provided to CYS within 30 days of enrollment by each dual or single military family. Your plan must be updated annually in our Central Registration Office. Child care cannot be provided without a Family Care Plan.

## **FEES and PAYMENTS**

Child care fee categories are determined by Total Family Income (TFI). TFI is your full amount of gross earnings before taxes. Fees are established by Department of Defense and are reviewed annually. A list of fee categories is available in the back of this handbook. In line with Department of Defense policy, these earnings include.

- ❖ Wages, salaries and tips
- ❖ Long term disability benefits
- ❖ Voluntary salary deferrals
- ❖ Allowances for housing subsistence
- ❖ (BAH and BAS Charts are used)

Upon completion of the registration process patrons are provided with the amount they will pay to the child care center on a weekly basis. CYS will subsidize the remainder to the program. A child is not registered until all of the above have been completed.

Patron's portion of child care payments are made to the program where your child attends daily and not to CYS. Your payment is your commitment to the center that your child will attend daily, and our guarantee that a space will be held for your child.

## **WITHDRAWAL POLICY**

CYS requires a two-week advance, written notification of withdrawal. This is required to expedite filling possible vacancies from the waiting list.

## **WAITING LIST**

As child care spaces are filled in the various facilities, CYS will maintain a waiting list for patrons needing care. The list will be maintained on a dated priority basis. As spaces become vacant in programs the waiting list will be utilized to fill those vacancies.

Patrons will be notified by telephone or by email of an opening in a CYS program. The patron must accept or decline the space within three days to allow for a facility visit and an interview with the facility director. If space is not accepted or declined within the allotted timeframe, the next patron on the list will be contacted. If a patron declines a space he/she may remain on the waiting list but are move to the bottom of the list.

Arrangements can be made with a program to hold a space with a fee assessed.

## GENERAL PARENT INFORMATION

- a. When parents register children and youth in CYS, they will be assigned to a program which meets their needs. This is usually determined by using the age and developmental level of your child.
- b. It is important for parents to attend an orientation with the programs before children begin care. This is a time to become familiar with policies and procedures and to meet the staff. If we can help you plan a visit, please notify central registration. Things to ask about during the orientation:
  - ❖ payment procedures
  - ❖ illness/re-admission policy
  - ❖ daily admission and release procedures
  - ❖ parental responsibilities
  - ❖ diapering/toilet training
  - ❖ discipline policy
  - ❖ transportation of children
  - ❖ food and nutritional requirements
  - ❖ operating hours
  - ❖ late payment/pick-up fees
  - ❖ medication
  - ❖ emergency evacuation operational plan
  - ❖ holidays/vacation policy
  - ❖ withdrawal policy
  - ❖ child abuse/neglect reporting policy
  - ❖ daily activities/schedules/curriculum
  - ❖ staff training/certification
- c. Patrons will also complete a registration packet, pay a registration fee and make arrangements for child care payments upon accepting a facility space.
- d. Parents are responsible for the children's safe arrival and departure from the facility/program or bussing area.



e. The partnership role includes communication between parents and staff as a two-way street. Your child's caregiver can give you feedback on daily activities, and you will also want to share any information relating to changes or concerns you have with the staff. You are encouraged to speak with the staff anytime you have a particular concern. As a parent in partnership with the Army to achieve good childcare, you can approach your local chain of command and are encouraged to seek the next level of authority if issues are not resolved for you.

## CHILD and YOUTH LIAISON and OUTREACH SERVICES (CLEOS)

The CLEOS system includes a variety of support functions to enhance CYS services. CLEOS consists of the Youth Education Support Services (YESS) Program and the Outreach Services (OS) Program.

Essential YESS Programs.

- ❖ CYS School Liaison Services – The School Liaison Officer (SLO) provides School Transition Support Services, Partnerships in Education (PIE) Initiatives, Installation/School Communication, Home School Linkages, and Post Secondary Preparation Opportunities.
- ❖ Please contact the SLO for information on school programs in the Broward and Miami-Dade County Public School Systems, for Charter School information, Magnet School information, McKay Scholarship information and private school information.
- ❖ School Liaison Services Packets can be picked up at the Codina Building at 8300 NW 33<sup>rd</sup> Street, Suite 110A.
- ❖ CYS Youth Education Liaison Services programs include: School-Age and Youth Summer Camp Programs and Secondary Education Transition Study (SETS) MOA Initiatives.

## YOUTH PROGRAMS

Schools in Broward and Miami-Dade County offer Before and After School Care Programs as well as a variety of extracurricular activities to keep your children occupied throughout the school year. Please contact your child's teacher or the school administration to find out about the specific after school clubs and sports activities offered at your child's school. The school links in the appendix will help you access information to your school district and specific programs offered at your child's school.

Additionally, youth programs for our elementary school age children are provided through our partnership with Boys and Girls Clubs of America. Programs offered by the Boys and Girls Club may include:

- ❖ Life Skills - This program teaches youth life skills in different areas, such as self-esteem, stress management, decision-making, life planning and social skills.

- ❖ **Community Activities** - This program gives youth the opportunity to develop and demonstrate responsibility and citizenship by giving back to the community. Some examples of community projects include recycling projects, food drives for charity, and clean up/beautification projects.

For more information on partnership with the Boys and Girls Club, please contact CYS at 305-437-1141.

During the summer, CYS contracts with local summer camp facilities for youth ages 5-17. Transportation to and from camps is provided. Contact CYS for information on parent orientation dates and registration applications.

## TEEN ACTIVITIES

**Youth Retreat** – CYS collaborates with the Drug and Alcohol Officer to provide youth with opportunities participate in Character Counts curriculum and various team building and leadership activities throughout the state of Florida.

**Teen Council** – The Teen Council is for youth interested in fulfilling their responsibilities as citizens of the military community and to assist in developing youth programs. Any youth interested in having fun and volunteering their time and talent should contact CYS for additional information.

# USEFUL TELEPHONE NUMBERS

## USAG-MIAMI

### Child and Youth Services

Child and Youth Services Registration	305-437-1141
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Child and Youth Services Coordinator	305-437-1144
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### Family Support Service

Family Support Customer Service	305-437-2665
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# Childcare Centers

<b>KIDS CORNER</b> 3275 NW 84th Avenue Miami, FL 33122 TEL: (305) 477-7551 FAX: {305} 477-8873	<b>KIDS FOR KIDS ACADEMY</b> 14465 SW 144th Street Miami, FL 33187 TEL: (305) 235-0300 FAX: {305} 235-0007	<b>KID'S KOLLEGE</b> 200 Canal Street Miami FL 33166 TEL: (305) 888-1715 FAX: {305} 885-7868
<b>THE JOY OF LEARNING</b> 3601 NW 114th Avenue Miami, FL 33178 TEL: (305) 597-5665 FAX: {305} 594-7355	<b>OPEN VALLEY</b> 20170 Pines Boulevard Pembroke Pines, FL 33029 TEL: (954) 441-0410 FAX: {954} 441-0414	<b>PARADISE TAILWINDS ACADEMY</b> 7500 NW 58th Street Miami, FL 33166 TEL: (305) 716-1772 FAX: {305} 828-1950
<b>ARADISE TAILWINDS ACADEMY</b> 6184 West 21st Court Hialeah, FL 33016 TEL: (305) 716-1772 FAX: {305} 828-1950	<b>REM LEARNING CENTER</b> 16400 SW 147th Avenue Miami, FL 33186 TEL: (305) 235-0300 FAX: {305} 235-0007	<b>TANGLEWOOD ACADEMY</b> 9860 Pines Boulevard Pembroke Pines, FL 33024 TEL: (954) 431-8805 FAX: {954} 431-3840
<b>For information please call your CYS</b>		

# FEE CATEGORIES

Category	Total Family Income	Parent Weekly Fee Per Child
I	0 - 28,000	\$43.00
II	28,001 - 34,000	\$58.00
III	34,001 - 44,000	\$70.00
IV	44,001 - 55,000	\$83.00
V	55,001 - 70,000	\$95.00
VI	70,001 +	\$108.00

# BRIEF DESCRIPTION OF CHILD DEVELOPMENT PROGRAMS

## *Kid's Kollege*

Academy for the Education of Young Children  
"Building Our Future One Child at a Time"

A creative curriculum focused on academic excellence. A stimulating environment rich in literacy, math, science, art, and computers. A program in diverse cultures, foreign languages, and music. An early children reading and math readiness initiative. Caring and committed staff.

Email: <http://www.naeyc.org>

- ❖ Ages: Newborn to Kindergarten
- ❖ After School, Tutoring Grades 1-3
- ❖ Holiday & Summer Camps
- ❖ Free Transportation Doral-Hialeah-Miami Springs

## *The Joy of Learning*

- ❖ An emergent curriculum that builds upon the children needs and interests.
- ❖ Emphasis on literacy. Preschoolers are encouraged to start reading and writing.
- ❖ Curriculum for our Kindergarteners and First Graders is in accordance with The Florida Sunshine State Standards.
- ❖ Teachers are facilitators. They listen, observe, and document the children's work.
- ❖ Children are stimulated to build knowledge through exploration, self-expression and social interactions.
- ❖ We at The Joy of Learning believe that our children's parents are an integral and vital component in our children's approach to learning.

Email: <http://www.thejoyoflearning.com>

## *REM Learning Center*

Our everyday curriculum is centered on creative activities developing our goals. Each age group has developmental milestones to reach

within their daily curriculum. Our Weekly and Monthly Thematic approach to learning allows the teachers to have their students, within each age level, experience appropriate developmental and cognitive skills that pertain to their own developmental needs.

Basic readiness instruction in the areas of reading, math, science, health, and social development as well as the love for art and, music are all incorporated in our everyday curriculum. Our goals are to have the children gain a rewarding and creative learning experience everyday and to enjoy coming to school.

Email: <http://www.remlearningcenter.com/special.htm>

### *Kids Corner*

Welcome to Kids' Corner Child Development Center, a preschool dedicated to quality care for your child. We strive to provide an early educational foundation to prepare children for kindergarten and beyond. We have a curriculum that provides lesson plans that address the child's social, emotional, physical and intellectual aspects, and provides consistency in learning for each age level.

Email: <http://www.kidscornerflorida.com>

### *Paradise Tailwinds Academy*

PREPARING THE LEADERS OF TOMORROW. . . Here at Paradise Christian School, we prepare the children for the future by building their self-esteem and confidence in themselves to achieve a foundation that no one can tear down.

- ❖ Great after care Program
- ❖ Ages: 6 weeks - 12 years
- ❖ Infants thru Kindergarten

Email: <http://www.paradiseschool.com/Our%20Mission.htm>

### *Tanglewood Academy*

Email: <http://www.tanglewoodacademy.com>

### *Kids for Kids Academy*

**We're a GOLD SEAL SCHOOL Accredited by NAEYC**

We believe that it is important to encourage children to learn, play, and explore the world around them. They need warmth, attention, and enthusiastic teachers who nurture and encourage creativity. This is done through a stimulating



environment, rich in hands-on instruction. We believe that self-esteem is the building block for successful learning. It is important for children to believe in themselves, their abilities, and self worth. Our environment is one in which children can make choices, decisions, and learn by their mistakes. We encourage our children to take risks and trust their feelings, respect others, and learn empathy. Our school is one where children feel safe and are accepted.

Email: <http://www.kidsforkidsacademy.com>

*Open Valley*

Email: <http://www.openvalley.com>



## Useful Links

### **U. S. Southern Command:**

[www.southcom.mil/usag-miami/mwr.htm](http://www.southcom.mil/usag-miami/mwr.htm)

School Liaison Services Web page:

<http://www.southcom.mil/usag-miami/mwr-schools.htm>

Army Community Service / Family Support: Service:

[www.myarmylifetoo.com](http://www.myarmylifetoo.com)

### **Military Family Agencies:**

Military One Source:

Answer questions or assist in complex issues.

[www.militaryonesource.com](http://www.militaryonesource.com)

User ID: southern

Password: command

National Association of Child Care Resources and Referral Agencies

[www.naccrra.org](http://www.naccrra.org)

Military Child Education Coalition:

[www.militarychild.org](http://www.militarychild.org)

## Helpful Links: School Information

### **Miami-Dade County Public Schools:**

[www.dadeschools.net](http://www.dadeschools.net)

#### **New to District:**

Provides an overview of the district, school information, and points of contacts.

[http://www2.dadeschools.net/features/parent\\_res\\_guide.pdf](http://www2.dadeschools.net/features/parent_res_guide.pdf)

#### **School Boundaries:**

[http://gisims.co.miami-](http://gisims.co.miami-dade.fl.us/scripts/esrimap.dll?name=CountyServices&Cmd=Map)

[dade.fl.us/scripts/esrimap.dll?name=CountyServices&Cmd=Map](http://gisims.co.miami-dade.fl.us/scripts/esrimap.dll?name=CountyServices&Cmd=Map)

#### **School Information:**

<http://www.dadeschools.net/schools/index.htm>

#### **School Grade Information by individual Schools and Regions:**

<http://opi.dadeschools.net/Products/ONLINE/info/INFOListschools.asp>

#### **Magnet Programs:**

<http://choice.dadeschools.net/pdfmain.htm>



### **Broward County Public Schools:**

[www.browardschools.com](http://www.browardschools.com)

#### **New to District:**

Provides an overview of the district, school information, and points of contacts.

<http://www.browardschools.com/info/guide.htm>

#### **School Information:**

<http://www.browardschools.com/schools/>

#### **School Boundaries:**

<http://locator2.browardschools.com/edulog/school-locator/>

#### **Magnet Programs:**

[http://www.broward.k12.fl.us/magnet\\_programs/](http://www.broward.k12.fl.us/magnet_programs/)

#### **School Grade Information by individual Schools and Regions:**

[http://www.browardschools.com/schools/a\\_plus04.htm](http://www.browardschools.com/schools/a_plus04.htm)

## Helpful Links continued...

**Florida Department of Education:**

[www.fldoe.org](http://www.fldoe.org)

**Military Family Assistance:**

<http://www.firn.edu/doe/military/>

**Non-Public Schools:**

<http://www.firn.edu/doe/family/npmain.htm>

**Youth Programs:**

**Boys and Girls Club of Miami:**

[www.bgcmia.org](http://www.bgcmia.org)













